

**DRAFT  
DATES  
(subject  
to  
change)**

Day of Week	Date	Step	Status as of 10/12
Friday	9/11/2020	Commissioners finish filling in google doc areas that each will be responsible for (col F), what additional testimony, research, analysis, etc. is needed for each section (col E&G), fallback plan if certain elements can't be obtained by needed date, and target date to share with other commissioners and staff (col H)	Most, but not all, chapters claimed. Decision on remaining items TBD for after initial chapters.
Monday	9/14/2020	90 min commissioner discussion on education finance -- 20 min to review and revise this draft timeline and google doc, prioritize needed items, flesh out contingencies, and determine if anything can/should be cut	Done (no decision on cuts, but idea to combine chapters 3&10 remains on table)
Monday	9/28/2020	Testimony from Lauren-Glenn Davitian (PEGS), Lori Smith (VT Futures report). Commissioner discussion on their chapters in progress.	Done
Thursday	10/1/2020	Commissioners each submit one draft chapter	Multiple chapters submitted
Monday	10/12/2020	Testimony from John McClaughry (consumption tax package). Commissioner discussion to share feedback on initial chapters, address questions or alignment needs that arise, assign work, and modify/adopt guidelines for remaining chapters (if necessary). Revisit remaining chapters, whether to combine or cut, who will take lead, what is needed, etc.	
Monday	11/2/2020	Revisions to three aforementioned chapters and initial drafts of all remaining chapters shared with staff and other commissioners (Staff to compile unfactchecked version by end of week - 11/6)	
Monday	11/9/2020	Meet to reach consensus on messages/themes/recommendations, adopt edits if needed to be supported by other commissioners, determine/prioritize areas that need further work/development	
Monday	11/16/2020	Draft sent to JFO and Tax for review (response requested by 12/1) and for staff factchecking and style formatting.	
Monday	12/7/2020	Meet to discuss any feedback from staff factchecking and JFO/Tax review; determine implications for findings and recommendations; assign edits and modifications to make by end of week (12/11)	
Monday	12/14/2020	Meet to review edits made by Friday; determine what/if any additional work is needed before sharing with stakeholders	
Wednesday	12/16/2020	Charts and graphs complete	
Friday	12/18/2020	Share draft with other stakeholders (request feedback by 12/31)	
Monday	1/4/2021	Meet to discuss any additional feedback - implications for findings and recommendations	
Monday	1/11/2021	Meet to address any final edits/unresolved items - finalize report, with remaining days for final copyediting and stakeholder announcement/press release, if any (Report is due Friday the 15th)	